

See the potential within



Sample Diversity Audit

You may wish to review certain aspects of your organisation to implement diversity, or you may find it helpful to use this Diversity Audit to give you a complete overview of the key areas you should take into consideration.

For further information see www.susescotland.co.uk

Does your organisation...		Yes	No	Sometimes	Evidence
Advertising	<p>Does the advert recognise applicant's previous work experience and soft skills/aptitudes?</p> <p>Does the advert state that flexible working arrangements are available?</p> <p>Has the advert been designed to encourage applications from disadvantaged groups?</p>				
Recruitment & Selection	<p>Are your processes extensive enough to elicit the skills and knowledge that applicants will require and are not contrary to any anti-discrimination legislation?</p>				
Application forms	<p>Does the application form include an Equal Opportunities monitoring form that is detached from the application form?</p> <p>Does the application form assess each applicant based on his or her experience, knowledge and competence rather than on his or her character and background?</p>				
Shortlisting	<p>Do you have a structured system for scoring applicants based on evidence presented in the application form?</p>				
Interview Process	<p>Do you ask questions in relation to birthplace, nationality, race, colour, religion, sex, marital status, age, childcare responsibilities?</p> <p>Does your organisation have a procedure to give constructive feedback to applicants after an interview?</p>				
Retention & Progression	<p>Does your organisation have a written policy stating the company's commitment to internal progression, training and development?</p> <p>Do you have a clear and transparent progression system that is widely publicised to employees?</p>				

See the potential within



Does your organisation...		Yes	No	Sometimes	Evidence
Pay banding	<p>Do you ensure that there is Equal Pay for men and women doing similar work or work of equal value thereby complying with the terms of the Equal Pay Act?</p> <p>Do you have clear guidelines for all employees on their statutory entitlements for sick pay, redundancy pay, maternity, paternity and adoption pay?</p> <p>Do you have a clause in your contract banning staff from talking to others about their rate of pay?</p>				
Training & Development	<p>As part of your induction process, do you raise awareness of employee's responsibilities in eliminating discrimination in the workplace?</p> <p>Do you have a clear and transparent process for making training accessible to all employees?</p>				
Organisational Culture	<p>Does your organisation actively incorporate equal opportunities and good diversity practice into the day-to-day workplace culture to eliminate prejudice and bias?</p>				
Equal Opportunities	<p>Do you have an action plan with clear measurable objectives and targets to support an Equal Opportunities policy?</p> <p>Does your organisation state the aspiration to attain a workforce that is representative of the communities that you work in and provide goods and services?</p>				
Dignity at Work	<p>Do you have guidelines to advise employees on the correct way to make a formal complaint?</p> <p>Is there a clear written disciplinary process to deal with complaints of bullying or harassment, which is communicated to all employees?</p>				
People Friendly	<p>Do you have flexi-time that allows people to choose the hours they work, i.e. to vary the start and finish times of their working day?</p> <p>Do you have reduced working hours offering the employee the opportunity to work part time?</p> <p>Are you open to requests for flexible working arrangements from all your staff?</p>				